



DEAN OF STUDENTS

The dean of students reports to the president of the school and is responsible for creating and maintaining a boarding program that is nurturing and character-building, while distinctively Christian in nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides direction, coordination, training, and evaluation of all residence life personnel.
2. Provides or facilitates training and professional development of all residence life personnel.
3. Ensures the compliance of all organization policies and regulations pertaining to the residential life program.
4. Serves as primary liaison between the school and parents regarding student life issues, communicating school concerns to the parents and parental concerns to the school.
5. Enforces standards of student behavior.
6. Is responsible for the appearance of the dorms, including cleanliness, tidiness, and maintenance.
7. Oversee the coordination of all phases of the non-academic program including evening intramural and social activities, weekend social events, student life chapels.
8. Participates in the admission process of all students.
9. Manages the residential life budget. Compiles and analyzes expenditures and projected costs, and participates in the Budget Advisory Committee.
10. Other duties may be assigned.

RELATED RESPONSIBILITIES: Admissions, dorm life, student activities, job training, campus dress code, student coupon incentives, Student Council, Bible Quiz Trips, Junior High Appreciation Week/Trip, Awards Program, non-classroom seating charts, illness and absence approval.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree from an accredited college or university is required. Significant experience in managing student activities, residential life, and personnel management is required. Living in campus-provided housing is required.

COMPETENCIES REQUIRED:

- Ability to read and assimilate current literature related to adolescent behavior and development.
- Ability to respond to common inquiries or complaints from students, parents/guardians, other staff, or regulatory agencies.
- Ability to write clearly and tactfully. Ability to effectively present information to the administrators, staff, parent/guardian groups, public groups, and/or board of directors.
- Ability to interpret student and family needs, make insightful assessments of students for

purposes of admission, placement, and discipline.

- Ability to make logistical decisions involving a large number of variables.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.